

**WAUKESHA COUNTY HEALTH AND HUMAN SERVICES  
JOINT CONFERENCE SUB-COMMITTEE  
MINUTES  
Monday, September 12, 2011**

**Board Members Present:** Michael O'Brien, Joe Vitale, Dennis Farrell, Janel Brandtjen

**Board Members Excused:** Pauline Jaske

**Staff Members Present:** Dr. James Rutherford, Dr. Rada Malinovic, Mike DeMares, Janet Koller, Crystal Boyd, Janet Rasmussen, Cindy Buchholz, Mary Lu Visauer

**Staff Members Excused:** Dr. Michele Cusatis

Chair O'Brien called the meeting to order at 1:35 PM.

Janet Koller introduced Crystal Boyd, Nursing Supervisor.

**Announcements:**

**2012 Meeting Dates**

A list of 2012 meeting dates were given to all attendees. The dates are March 5, June 4, September 10, December 3, 2012.

**Minutes:**

The June 6, 2011 Joint Conference Committee Meeting Minutes were reviewed.

MOTION: Joe Vitale made a motion seconded by Janel Brandtjen to approve the minutes of the June 6, 2011 meeting as published. All voted, unanimous and the motion carried.

**Hospital Statistics:**

The hospital statistics for July 2011 were distributed. There were 74 admissions and 72 discharges during the month of July. The average length of stay to date is 5.2 days compared to our 6.0 budgeted amount.

Janel Brantjen reported she spoke with Russ Kutz about the T-19 billing discussed at the June meeting. She will have a better handle on it once the quality control position is filled.

Mike DeMares reported that Medicare Part B (Physician Charges) shows \$2.08. Mike reported that money came in just after the first of September, the actual amount received was \$11K.

Cynthia Lilley explained the adjusted total revenue line and BAS total on the hospital statistics report of \$1.3 million represents the reconciliation of a cash to BAS.

MOTION: Dennis Farrell made a motion seconded by Joe Vitale to accept the July statistics report. All voted, unanimous and the motion carried.

**Performance Improvement:**

The following departments have met all of their Performance Improvement standards for this quarter: Infection Control, Housekeeping, Lab, Pharmacy, Facilities Management, Medically Managed Detox of Chapter 51.45 patients.

The following departments did not meet their threshold in one or more areas for this quarter: Social Work was below compliance thresholds in two areas; Documentation of effort to obtain consent for release of information – 87%, Conditional Transfer completed upon discharge of a committed patient – 87%. Medical Services was below compliance thresholds in two areas:

Telephone orders: signed within 48 hours – 92%, Documentation of abnormal labs and active symptoms for antibiotics – 71%. Inpatient Psychiatry was below compliance thresholds in one area: Discharge Summary dictated within 14 days – 72%. Seclusion and Restraint was below compliance in two areas: Seclusion – There were 8 episodes of seclusion, All areas were within compliance thresholds. Restraints – There was 9 episodes of restraints, One chart did not have vital signs documented per policy – 89%, One chart did not have all entries signed, dated and timed - 89%. Dietary – One area was below compliance threshold: Nutritional assessments/reassessments done per policy – 84%. Nursing was below compliance thresholds in three areas: Documentation by licensed staff for the first 72 hours – 93%, Documentation of attendance at psycho-education groups – 88%, Plan of Care updated for any unstable medical needs – 83%. Plan of correction for State Survey: Reviews for chart corrections, completion of rounds sheets and review of sexual history on the nursing data base continue and results are shared with department heads on a monthly basis.

MOTION: Joe Vitale made a motion seconded by Dennis Farrell to approve the Performance Improvement report as stated. All voted, unanimous and the motion carried.

#### **Utilization Review:**

Janet Koller reported there have been several people that have been difficult to place; some of them have been developmentally disabled people.

MOTION: Dennis Farrell made a motion seconded by Joe Vitale to accept the report. All voted, unanimous and the motion carried.

#### **Medical and Psychological Staff:**

Dr. Rutherford reported that Dr. Chandra Unni filled in when Dr. Malinovic was on vacation in July as a locum tenens. He is asking that she be added to the medical staff as an Associate. Dr. Unni is scheduled to return for a couple of days in September. Appointment approval will now go before the HHS board for review.

MOTION: Dennis Farrell made a motion seconded by Janel Brandtjen to accept the appointment of Dr. Unni as an associate to the medical staff. All voted, unanimous and the motion carried.

#### **Hospital Services Update:**

##### **Policies and Procedures**

Following a Medicare survey a change to the Restraint policy and procedure has to be made. The revised policy went to the physicians to vote or suggest changes prior to this meeting. Changes required to be made to the Restraint policy include:

1. Every 4 hours the physician must be called to re-order restraint. Past practice was the reorder was done at 24 hrs.
2. Include active programming on the unit that is tied in to patient's treatment plan; create a "menu of active treatment".
3. Active AODA treatment on unit provided by certified AODA Counselors.

Janel Brantjen asked for a copy of the plan of correction when done.

MOTION: Dennis Farrell made a motion to accept the Policy and Procedure on Restraint as published, seconded by Janel Brandtjen. All voted, unanimous and the motion carried.

**Med Staff Rules and Regulations** – At the Medical/Psychological Staff meeting at the end of July the pharmacy consultant made a recommendation that a specific statement be added to the medical staff rules and regulations that delegates to nurses the ability to use stock meds to set up and administer medications.

MOTION: Dennis Farrell made a motion to accept the policy and procedure as published, seconded by Janel Brantjen. All voted, unanimous and the motion carried.

**Next meeting agenda items:**

1. Discuss Electronic Medical Record.
2. Discuss 2012 hospital rate.
3. Update on plan of correction following Medicare survey.
4. The next meeting will be on Monday, December 5, 2011 at 1:30 p.m.

**Adjournment:**

There was no other business.

MOTION: Joe Vitale made a motion seconded by Dennis Farrell to adjourn the meeting. All voted, unanimous and the motion carried. The meeting adjourned at 2:45 p.m.

Respectfully submitted,

Karen Cooper  
Recorder

Approved by: Michael L. O'Brien Date: 12/12/11